



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

Rancho Santa Fe FPD
Board Room – 18027 Calle Ambiente
Rancho Santa Fe, California 92067

February 10, 2016
Regular Meeting
1:00 pm PT

RULES FOR ADDRESSING BOARD OF DIRECTORS

Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk.

Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to the Administrative Officer for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

NOTE: Meeting will convene at 1pm at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations.

Pledge of Allegiance

1 Roll Call

2 Special Presentations

a. Badge Presentations

Presentation of Fire District Badges by Fire Chief Michel will be presented to:

- Luke Bennett, Captain
- Nick Chapin, Captain
- Chris Danner, Captain
- Kyle Carranza, Engineer
- Troy Duncan, Engineer
- Abel Martinez, Engineer
- Tanner Worley, Engineer

NOTE: At the conclusion of Special Presentations, there will be a short recess. The meeting will reconvene at 18027 Calle Ambiente, Rancho Santa Fe for the remainder of the business meeting.

3 Public Comment

4 Motion waiving reading in full of all Resolutions/Ordinances

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

All items listed on the Consent Calendar is considered routine and will be enacted by one motion without discussion unless Board Members, Staff or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Unfinished Business.

5 Consent Calendar

a) Board of Directors Minutes

i) Board of Directors minutes of January 13, 2016

ACTION REQUESTED: **Approve**

b) Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: **Information**

(1) List of Demands Check 27002 thru 27098 for the period January 1 – 31, 2016 totaling:

\$ 429,519.42

Payroll for the period January 1 –31, 2016

\$ 523,611.35

TOTAL DISTRIBUTION

\$ 953,130.77

(2) Financial Reports

(a) Budget Review July 1 – December 31, 2015

(b) Statement of Cash Assets/Liabilities – December 31, 2015

(3) Activity Reports – January 2016

(a) Operations

(b) Training

(c) Fire Prevention

(d) Correspondence - letters/cards were received from the following members of the public:

(i) None

(4) Travel Reports

(a) Tony Michel – CalPERS Conference (October 2015)

(b) Tucker Stine – CalPERS Conference (October 2015)

(c) John Tanner – CalPERS Conference (October 2015)

6 Old Business

a) LAFCO Application – Update

To discuss the status of application for proposed “Rancho Santa Fe Fire Protection District Reorganization”:
Dissolution of County Service Area No. 107 (Elfin Forest/Harmony Grove) and annexation to Rancho Santa Fe Fire Protection District

ACTION REQUESTED: **Information**

7 New Business

a) North Regional Zone Master Automatic Aid Agreement for Fire-Rescue Responses and Support Activities

To discuss and/or approve the *North Regional Zone Master Automatic Aid Agreement for Fire-Rescue and Support Activities* between Rancho Santa Fe Fire Protection District and other agencies within San Diego County to have fire department of other agencies respond to incidents with Rancho Santa Fe Fire Protection District **Staff Report 16-03**

ACTION REQUESTED: **Approve**

b) Board Policies

i) Investment Policy

- (1) Board Policy 3035 – Investment of District Funds
- (2) Resolution No. 2016-01

To discuss and/or approve the establishment of an investment policy and adopt the resolution entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Its Investment Policy for District Funds* [Staff Report 16-04](#)

ACTION REQUESTED: **Adopt resolution and approve board policy**

ii) Sick Leave Policy

- (1) Board Policy 2040 – Sick Leave – Part time, Temporary and Seasonal Employees

To discuss and/or approve the establishment of a sick leave policy for part-time, temporary or seasonal employees of the District. [Staff Report 16-05](#)

ACTION REQUESTED: **Approve board policy**

c) Resolution No. 2016-02

To adopt Resolution No. 2016-02 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program

ACTION REQUESTED: **Adopt**

8 Oral Report

a) Fire Chief – Michel

- i) Strategic Plan
- ii) District Activities

b) Operations – Deputy Chief

c) Training – Battalion Chief

d) Fire Prevention – Fire Marshal

e) Administrative Manager

- i) Form 700

f) Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

9 Adjournment

The next regular Board of Directors meeting to be March 9, 2016 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, February 10, 2016 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on February 5, 2016 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on February 5, 2016

Karlena Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – January 13, 2016

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:03 pm.

Pledge of Allegiance

Battalion Chief McQuead led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Tanner

Directors Absent: Stine

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion Chief; Renee Hill, Fire Marshal and Karlana Rannals, Board Clerk

2. Special Presentation

Karlana Rannals introduced Sandra Mora, Office Support Coordinator and reported that she started her full-time employment on December 16, 2015. Sandra is from Vista and has worked for the District as an intern and temporary employee since June 2013. President Ashcraft, on behalf of the Board of Directors, welcomed her and wished her success in her career with the fire district.

3. Public Comment

Chief Frank Twohy of Elfin Forest Volunteer Fire Department, Inc. conveyed his personal thanks and appreciation on behalf of the community for the extra efforts from District personnel to staff RSF5 serving the Harmony Grove community.

President Ashcraft shared with the Board of Directors a personal note of appreciation that he received from Chief Twohy and his wife Gail.

Battalion Chief McQuead introduced to the Board the new employees hired as a result of the need to staff a new station. The seven (7) Firefighter/Paramedics introduced were:

- Sean Canfield
- Paul Roman
- Correy Cooper
- Michael Weeks
- Brian Ciuchta
- Jake Elkins
- Joaquin Jaquez

4. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the consent calendar as submitted:

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Rancho Santa Fe Fire Protection District Board of Directors

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a. Board of Directors Minutes

i) Board of Directors minutes of December 18, 2015

b. Receive and File

i) *Monthly/Quarterly Reports*

- List of Demands Check 26905 thru 27004 for the period December 1 – 31, 2015 totaling:

\$ 461,603.28

Payroll for the period December 1 – 31, 2015

\$ 514,774.92

TOTAL DISTRIBUTION

\$ 976,378.20

ii) *Activity Reports – December 2015*

- *Fire Prevention*
- *Operations*
- *Training*

iii) Correspondence

- South Lake County Fire Protection District

c. County Contract Number 552828 Between County of San Diego and Rancho Santa Fe Fire Protection District

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to ratify the County Contract Number 552828 between County of San Diego and Rancho Santa Fe Fire Protection District

5. Old Business

a. LAFCO Application – Update

Chief Michel reported that the District's application is scheduled for discussion and action at the LAFCO Commission March 2016. He reviewed with legal counsel the terms and conditions originally submitted with the application. He stated that since the negotiations were complete with the County, he believed it is to be in the best interest of the District to seek additional language for clarity. He has also requested that legal counsel meet with San Diego County Counsel to work on transferring the various contracts the District will assume because of the reorganization.

Chief Michel also informed the Board that the District took responsibility of RSF5, the temporary fire station serving Harmony Grove Village on December 31, 2015. The transition went smoothly between CalFire and District personnel. Staff responded to questions of the board.

6. New Business

a. Contract: Second Amendment to the Administrative Services Agreement

Chief Michel summarized the staff report provided. He reported that North County Dispatch Joint Powers Authority (JPA) requested financial consideration in the form of a reduction from the costs paid to the District for administrative services. He stated that since July 1, 2015 the JPA has chosen to take more of the responsibilities within the administrative services agreement. Additionally, starting January 1, 2016, the JPA assumed the responsibility of preparing payroll and the associated CalPERS reporting. The intent of the JPA

is to assume all responsibilities that are currently being provided by the District by July 1, 2016. After a review of their request, staff agrees that the request warranted consideration, and recommends a twenty-five percent (25%) reduction to the remainder of FY16 quarterly installments. This monetary value of this proposed reduction is approximately \$10,464. In addition, he requested that the Board authorize the Fire Chief to execute the contract if approved by the JPA. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT, to approve the requested amendment entitled *Second Amendment to the Administrative Services Agreement* between Rancho Santa Fe Fire Protection District and North County Dispatch Joint Powers Authority, and authorize the Fire Chief to execute the amendment.

b. Budget Authorization

Chief Cox summarized the staff report provided. He reported that staff seeks the authorization to purchase one (1) set of Hurst eHydraulic rescue tools. The new battery powered extrication tools will be placed on E2615, and the older hydraulic tools on E2615 will be kept and placed on a reserve unit. The cost is approximately \$32,697. The equipment was identified in the FY16 budget as a capital purchase and the District will seek reimbursement of \$20,000 from the State Homeland Security Grant.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT, to authorize the purchase of one (1) set of Hurst eHydraulic rescue tools.

c. Mutual Aid System

Chief Cox provided to the Board a presentation that gave an overview on the different aspects of the mutual aid system, specifically the differences between mutual and automatic aid responses within the county, region and State of California.

10-minute recess

d. Independent Auditor's report FY 2014-2015

Director Malin reported that the finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY15.

He informed his board colleagues of the new financial statements requirements (GASB 68), which reports the full pension liability that was implemented this year. He noted that the board action earlier in the year to reduce the District's pension obligation was deferred in the financials because of the timing of the CalPERS actuarial valuations.

Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR TANNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the FY 2014/2015 independent audit prepared by The Punn Group as presented.

7. Oral Report

a. Fire Chief – Michel

i) Strategic Plan: he anticipates the plan to be review for discussion and/or adoption at the next regular meeting.

ii) District Activities:

- Grants – staff has prepared and submitted applications for grants in the following areas:
 - SRA Grant – this grant (approximately \$97,000) seeks to retain a contractor to reduce the fuel modification in the covenant and common areas within the District. The grant money sought is from the State Fire Prevention Fee implemented several years ago. He is optimistic on the release of approximately \$5 million from the State.
 - Assistant to Firefighter Grant – this grant (\$840,000) seeks to fund a truck company, and equipment for Elfin Forest.
 - Firehouse World Expo – San Diego – January 31 – February 4, 2016 – he invited board members to attend.

b. Operations – Deputy Chief

Chief Cox summarized the previous month activity, noting district personnel responded to 238 calls the previous month. For CY2015, the district responded to 2,858 calls for service. There are no significant calls to report. He also reported that fuel moistures levels have increased

c. Training – Battalion Chief

Chief McQuead summarized the training activity for December. He has been busy with the recruitment and testing for the seven new hires.

d. Fire Prevention – Fire Marshal

Chief Michel reported that FM Hill had to depart the meeting. He reported that approximately 35,000 square feet of new construction was added in December. The square feet of new construction for CY2015 total 526,925.

e. Administrative Manager

Ms. Rannals informed the board that each employee will receive a new IRS form (1095-C) by March 31, although it is her goal to distribute sooner. This required form informs the employee and IRS that a full time employee was offered health care coverage and that it was affordable.

f. Board of Directors

i) North County Dispatch JPA – Update: the next meeting is planned for February 25, 2016

ii) County Service Area – 17 – Update: the next meetings is planned for February 2, 2016

iii) Comments

(1) Hillgren – inquired about the recent article in the paper about excessive overtime. Staff responded to questions.

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Rancho Santa Fe Fire Protection District Board of Directors

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(2) Ashcraft – conveyed his appreciation to district personnel for two recent incidents (public service – tree down, and traffic collision involving a friend). Kudos to all involved. He also encouraged the board members to plan to attend the employee recognition dinner scheduled for April 16, 2016.

8. Adjournment

Meeting adjourned at 3:40 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - January 2016

Check #	Amount	Vendor	Purpose
27002	\$40.00	AAA Live Scan	Background Investigation
27003	\$354.00	Accme Janitorial Service Inc	Building
27004	\$351.28	American Medical Response Inc	CSA-17 Contract
27005	\$160.96	AT&T	Telephone
27006	\$1,379.99	AT&T Calnet 2/3	Telephone
27007	\$897.00	C.A.P.F.	Disability Ins Short & Long
27008	\$1,329.46	Direct Energy Business - Dalla	Elec/Gas/Propane
27011	\$37,088.00	North County Dispatch JPA	Dispatching
27012	\$48.60	Palomar Sign Company	Apparatus - Miscellaneous
27013	\$572.00	Salameh, Brian	Education/Training Reimbursement
27014	\$2,996.25	Scott Davis Consulting	Programming - Computer & Software FP/PR
27015	\$3,265.47	SoCo Group Inc	Gasoline & Diesel Fuel
27016	\$298.00	Terminix International	Building
27017	\$385.00	Time Warner Cable	Cable Service
27018	\$24.60	U P S	Shipping Service
27019	\$1,464.92	Verizon Wireless	MDT Broadband + ATN Line, Cell, CSA-17 Contract
27020	\$1,603.33	Waste Management Inc	Trash
27021	\$650.11	Willis, Erwin L.	HGV-Consumable Reimbursement
27022	\$5,775.00	WinTech Computer Services	Consulting Services
27023	\$28.98	4S Ranch Gasoline & Carwash LP	Car Wash
27024	\$1,501.00	A to Z Plumbing Inc	Building
27025	\$388.28	Ace Uniforms/Uniform Specialis	Uniform - Safety Personnel
27026	\$1,700.46	Advanced Communication Systems	Radio Equipment Replacement
27027	\$12,333.02	All Star Fire Equipment, Inc.	HGV-Equipment/Safety Clothing (Protective)
27028	\$333.07	AT&T Calnet 2/3	Telephone
27029	\$1,120.00	Boylan, James O.dba PathFinder	Consulting Services
27030	\$114,697.53	CalPERS	PERS (Employer Paid)
27031	\$1,217.81	CDW Government Inc.	Computer Equipment/Parts
27032	\$2,517.50	County of SD/RCS	800 MHz Network Admin Fees
27033	\$5,807.63	Fire ETC Inc	Safety Clothing (Protective)

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - January 2016

Check #	Amount	Vendor	Purpose
27034	\$2,762.00	Fitch Law Firm Inc	Legal Services
27035	\$224.79	Home Depot, Inc	Station Maintenance
27036	\$270.00	IAAP	Admin - Overnight Conf/Seminars
27037	\$1,642.43	Konica Minolta Business Inc	Copier Maintenance Contract
27039	\$29.67	Napa Auto Parts Inc	Apparatus Parts & Supplies
27040	\$757.88	North County EVS Inc	Scheduled - ID 0311
27041	\$1,300.10	Olivenhain Municipal Water Dis	Water
27042	\$3,639.30	Parkhouse Tire, Inc.	Tires & Tubes
27043	\$1,868.53	San Diego Gas & Electric	Elec/Gas/Propane
27044	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill - parking
27045	\$1,665.28	SoCo Group Inc	Gasoline & Diesel Fuel
27046	\$160.00	State of CA Dept of Justice	Background Investigation
27047	\$388.49	TelePacific Communications	Telephone
27048	\$87.16	Time Warner Cable	Cable Service
27049	\$13.50	U P S	Shipping Service
27050	\$7,270.12	U S Bank Corporate Payment Sys	Cal-Card./IMPAC program
27051	\$842.31	United States Latex Prod. Inc	Medical Equip/Supplies-not billed to CSA-17
27052	\$350.00	Vanguard Fire Protection Inc	Station Maintenance
27053	\$728.52	Vortex Industries, Inc.	Building
27054	\$161.97	Willis, Erwin L.	HGV-Consumable Reimbursement
27055	\$20.00	AAA Live Scan	Background Investigation
27056	\$486.36	AT&T	Telephone
27057	\$734.30	AT&T Calnet 2/3	Telephone/NCDJPA Rebill
27058	\$2,268.00	CalPERS	Pension Expense (Income)
27059	\$1,638.99	Complete Office of California	Office Supplies
27060	\$483.92	Encinitas Ford Inc.	Repair - ID 0383
27061	\$34.16	FedEx	Shipping Service
27062	\$726.04	Fire ETC Inc	Safety Clothing (Protective)
27063	\$273.24	Lincoln National Life Ins Co	Disability/Life Insurance
27064	\$537.60	MES California	Safety Equipment
27065	\$6,090.00	Pacific Sun Development	Station Maintenance

Check #	Amount	Vendor	Purpose
27066	\$35,000.00	Rancho Santa Fe Fire Protectio	Interfund Transfer-Workers Comp 2016
27067	\$7,119.63	San Diego Gas & Electric	Elec/Gas/Propane
27068	\$16,972.00	Simmons & Wood, Inc.	Building
27069	\$1,464.81	SoCo Group Inc	Gasoline & Diesel Fuel
27070	\$15.74	U P S	Shipping Service
27071	\$8,186.13	Uniforms Plus	HGV-Equipment
27072	\$13.99	4S Ranch Gasoline & Carwash LP	Car Wash
27073	\$5,086.01	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
27074	\$2,252.25	Armanino LLP	Consulting Services
27075	\$2,400.00	ARS American Residential Inc	Building Facility Rental Repair
27076	\$170.69	AT&T	Telephone
27077	\$8,749.00	CDW Government Inc.	Equipment - Minor
27078	\$513.01	COR Security Inc	Omnilock Supplies
27079	\$127.98	Cox Communications	Telephone
27080	\$67.16	Cox, Fred W.	Permits - County/City/HGV-Consumable
27081	\$668.36	Employment Development Dept-ED	Unemployment Insurance
27082	\$113.00	Engineered Mechanical Services	Building
27083	\$398.26	Entenmann-Rovin Co Inc.	HGV-Equipment
27084	\$3,975.40	Guardian Life Insurance Co	Medical Insurance
27085	\$52,751.88	Health Net	Medical Insurance
27086	\$20,461.77	Kaiser Permanente	Medical Insurance
27087	\$826.50	Liebert Cassidy Whitmore	Legal Services
27088	\$599.48	Lincoln National Life Ins Co	Disability/Life Insurance
27089	\$848.40	MES California	Safety Equipment
27090	\$4,597.23	North County EVS Inc	Scheduled - ID 0262
27091	\$269.46	Pitney Bowes Inc	Equipment Rental
27092	\$70.00	RSF Mail Delivery Solutions, I	Mail Delivery Service
27093	\$1,693.90	SoCo Group Inc	Gasoline & Diesel Fuel
27094	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
27095	\$55.00	Terminix International	Building
27096	\$14.50	U P S	Shipping Service

RANCHO SANTA FE FIRE PROTECTION DISTRICT

List of Demands - January 2016

Check #	Amount	Vendor	Purpose
27097	\$241.90	United Imaging	Office Supplies
27098	\$990.28	Verizon Wireless	Telephone - Cellular
EFT0181	\$250.00	Ender, Cory M.	Education/Training Reimbursement
Various	\$11,701.79	Various	Medical Reimbursement
<i>Sub-total</i>	<i>\$429,519.42</i>		
15-Jan-16	213,696.09	RSFFPD	Payroll
16-Jan-16	11,572.10	RSFFPD	Payroll
31-Jan-16	298,343.16	RSFFPD	Payroll
<i>Sub-total</i>	<i>523,611.35</i>		
TOTAL	\$953,130.77		

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2016**

July 1, 2015 through December 31, 2015
FY16

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
PERSONNEL COSTS			
Salaries/Wages - Staff	5,578,071	2,845,024	51.0%
Holiday Pay	190,530	171,246	89.9%
Overtime	1,259,710	599,931	47.6%
Health Insurance + HRSA	1,284,654	583,090	45.4%
Life/LTD Insurance	25,407	8,179	32.2%
Retirement	1,259,892	678,754	53.9%
Unemployment Insurance	13,440	724	5.4%
Medicare / Social Security Tax	101,208	54,264	53.6%
Workers' Compensation/Wellness	152,400	74,337	48.8%
Labor (Temporary)	37,438	23,108	61.7%
PERSONNEL (Subtotal)	9,902,750	5,038,659	50.9%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2016
July 1, 2015 through December 31, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
CONTRACTURAL			
Administrative Fees	201,692	31,699	15.7%
Advertising	1,500	566	37.7%
Apparatus	2,748	-	0.0%
Association Dues / Subscriptions	10,000	9,871	98.7%
Building/Facility Lease	29,151	-	0.0%
Dispatching	148,352	89,011	60.0%
Equipment Rental & Repairs	59,790	16,097	26.9%
Insurance	76,238	77,971	102.3%
Legal Services	32,150	17,621	54.8%
Licenses & Permits	8,763	6,362	72.6%
Meetings, Meals, Mileage	8,675	2,321	26.8%
Other Contractual Services	205,774	81,940	39.8%
Other Professional Services	248,804	112,078	45.0%
Service Agreements	48,968	17,894	36.5%
Subscriptions	2,130	-	0.0%
Training	84,350	37,195	44.1%
Utilities			
Cable	2,924	2,446	83.7%
Electricity	145,655	51,111	35.1%
Sewer	21,426	-	0.0%
Telephone	53,114	22,594	42.5%
Trash	17,123	5,104	29.8%
Water	27,002	7,633	28.3%
Vehicle Maintenance (Scheduled)	51,600	12,887	25.0%
Vehicle Repair	68,340	43,237	63.3%
CONTRACTURAL COSTS (Subtotal)	1,556,269	645,640	41.5%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2016
July 1, 2015 through December 31, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
MATERIALS & SUPPLY			
Apparatus	20,755	10,731	51.7%
Apparatus - Computers	14,243	4,082	28.7%
Audio Visual	350	29	8.2%
Books	3,841	50	1.3%
Cellular	2,144	97	4.5%
Computer	92,987	8,773	9.4%
Electrical Supplies	200	-	0.0%
Fire Hose, Nozzles & Supply	7,500	18,425	245.7%
Firefighting Foam	2,500	1,672	66.9%
Food for Major Emergencies	1,200	445	37.1%
Fuel	56,711	21,121	37.2%
Furnishings/Equipment	10,500	-	0.0%
Grants	20,000	-	0.0%
Hydrant Maintenance	2,000	570	28.5%
Janitorial	9,334	4,654	0.0%
Knox Replacement	500	-	0.0%
Landscape	2,000	27	0.0%
Lumber/Screws/Nails	100	-	0.0%
Maps	500	-	0.0%
Medical Supplies	48,905	9,660	19.8%
Miscellaneous	750	119	15.9%
Office - General	39,265	21,261	54.1%
Paint	100	4	0.0%
Program Supplies - CERT	3,000	-	0.0%
Public Education	30,000	24,749	82.5%
Radio	10,519	11,100	105.5%
Rock, Sand, Gravel	250	42	16.8%
Safety	101,312	84,738	83.6%
Special Events & Awards	10,500	1,925	18.3%
Station Maintenance	20,557	5,172	25.2%
Station Supplies/Replacements	4,250	4,461	105.0%
Street Signs & Markers	500	162	32.4%
Tools	901	214	23.7%
Training (Expendable Supplies)	8,272	6,307	76.2%
Uniforms	22,010	16,978	77.1%
MATERIAL & SUPPLY (Subtotal)	548,456	257,567	47.0%

RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2016
 July 1, 2015 through December 31, 2015

	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
OPERATING COST SUMMARY			
Personnel	9,902,750	5,038,659	50.9%
Contractual	1,556,269	645,640	41.5%
Material & Supply	548,456	257,567	47.0%
Depreciation	720,462	360,231	50.0%
 Prior Year & Misc Reclassification Expenses	 -	 -	 0.0%
 TOTAL COSTS BEFORE CAPITAL OUTLAY	 <u>12,727,938</u>	 <u>6,302,097</u>	 49.5%
	BUDGET EXPENDITURES FY16	ESTIMATED EXPENDITURES FY16	% OF BUDGET
CAPITAL and PLANNED PROJECTS			
Air Conditioning Units - RSF 1	175,000	-	0.0%
Ground Cover Station 2	20,000	-	0.0%
Hurst eHydraulic Rescue Tool Set	40,000	-	0.0%
Total Capital & Projects	<u>273,250</u>	<u>-</u>	0.0%

COMBINED SUMMARY STATEMENT CASH ASSETS LIABILITIES

Rancho Santa Fe Fire Protection District

FY 16

PERIODS

Assets

30-Jun-15

30-Sep-15

31-Dec-15

Current Assets

Cash	13,923,571	10,895,690	12,330,784
GF Accounts Receivable	786,102	649,227	707,402
ALS (Paramedic)	21,779	21,794	21,831
MDC Reserve	36,103	56,877	56,877
PASIS (Workers Compensation)	553,373	588,373	588,373
PERS Contributions (AMD)	3,929,290	3,929,290	3,929,290
PREPAID (Cap Assets)	350	350	350

TOTAL ASSETS

19,250,569

16,141,601

17,634,908

Liabilities

Current Liabilities

Accounts Payable	304,346	29,813	4,313
Accrued Expenses	336,886	454,207	333,994
Other Payables	122,092	-	-

TOTAL LIABILITIES

763,324

484,020

338,307

Long Term Liabilities

Contract Compensation	478,596	445,304	414,469
Net Pension Liability	12,520,708	12,520,708	12,520,708
IBNR Liability (Workers Compensation)	94,426	94,426	94,426
Soil Contamination	6,106	6,106	6,106

TOTAL LONG TERM LIABILITIES

13,099,836

13,066,544

13,035,709

Total Fund Balance

5,387,408

2,591,037

4,260,892

Fund Balance

Restricted Reserves

ALS / MDC Funds	57,882	78,656	78,656
PASIS (Workers Compensation)	458,948	458,948	458,948

General Fund Reserves

CalPERS	-	-	-
Capital Replacement	8,134,715	8,314,830	8,494,946
Designated (RCS Infrastructure, P25 Radio, Enviro. Sustain.)	950,000	950,000	950,000
Operating	5,500,000	2,500,000	4,500,000
Undesignated Reserves	669,367	(6,734,910)	(8,734,910)
PY Change in Retained Earnings	(11,395,595)	-	-
Net Income	1,012,091	(2,976,486)	(1,486,747)
	5,387,408	2,591,038	4,260,892

Restricted Cash

Fire Mitigation	1,029,553	1,092,384	1,141,340
FMF Accounts Payable	-	-	-
FMF Accounts Receivable	62,831	48,956	78,400
FMF Deposit In Transit	-	-	-
	1,092,384	1,141,340	1,219,740

Combined Fund Total

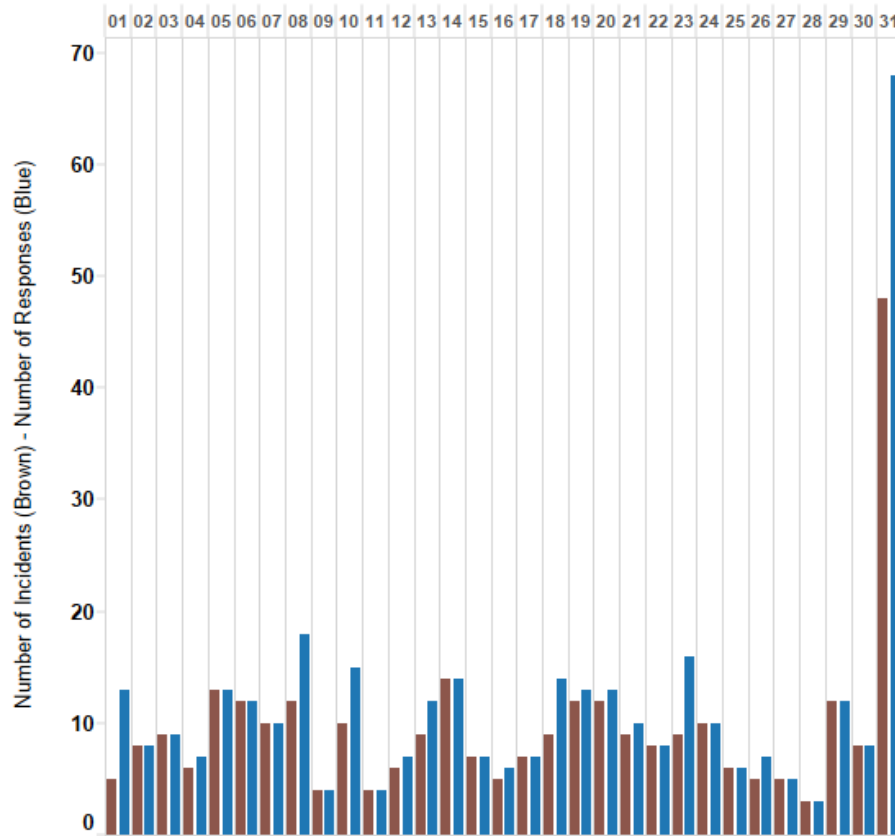
6,479,792

3,732,377

5,480,632

January 2016 - Emergency Response

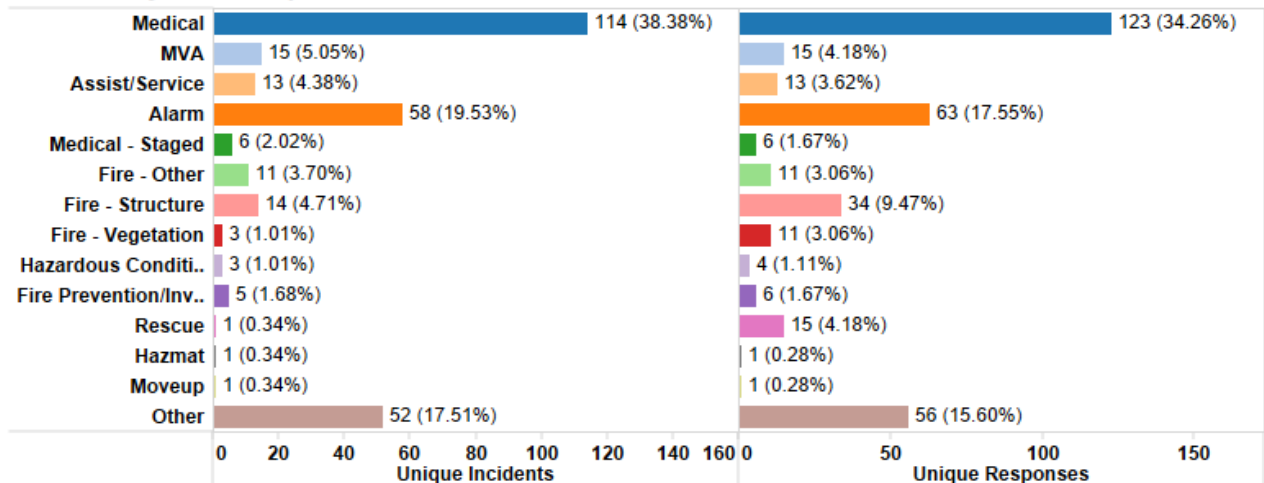
Incidents & Responses Bar



Incident/Response Volume

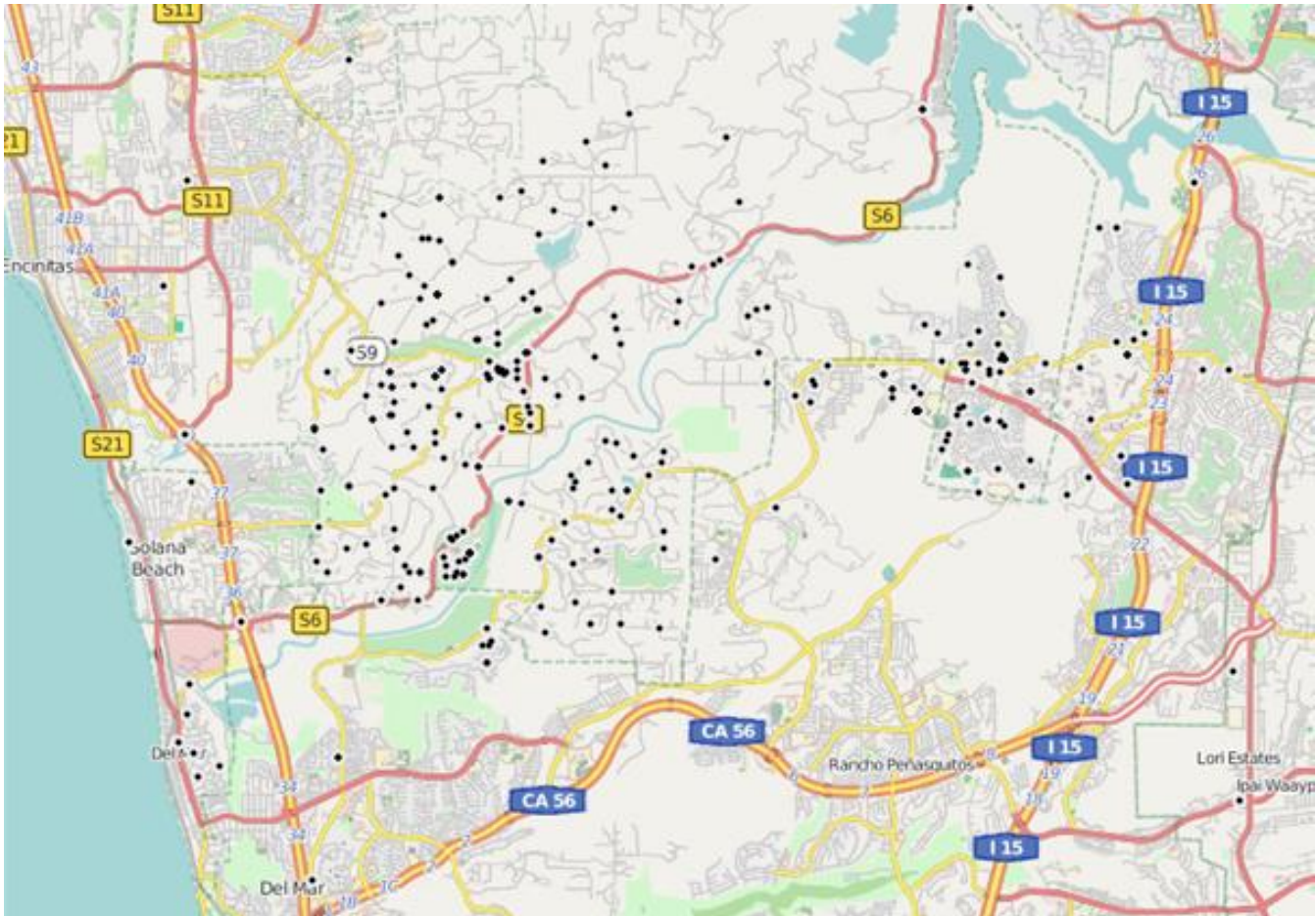
	# of Incidents	# of Responses
01	5.0	13.0
02	8.0	8.0
03	9.0	9.0
04	6.0	7.0
05	13.0	13.0
06	12.0	12.0
07	10.0	10.0
08	12.0	18.0
09	4.0	4.0
10	10.0	15.0
11	4.0	4.0
12	6.0	7.0
13	9.0	12.0
14	14.0	14.0
15	7.0	7.0
16	5.0	6.0
17	7.0	7.0
18	9.0	14.0
19	12.0	13.0
20	12.0	13.0
21	9.0	10.0
22	8.0	8.0
23	9.0	16.0
24	10.0	10.0
25	6.0	6.0
26	5.0	7.0
27	5.0	5.0
28	3.0	3.0
29	12.0	12.0
30	8.0	8.0
31	48.0	68.0
Grand T..	297.0	359.0

Incidents by Call Group



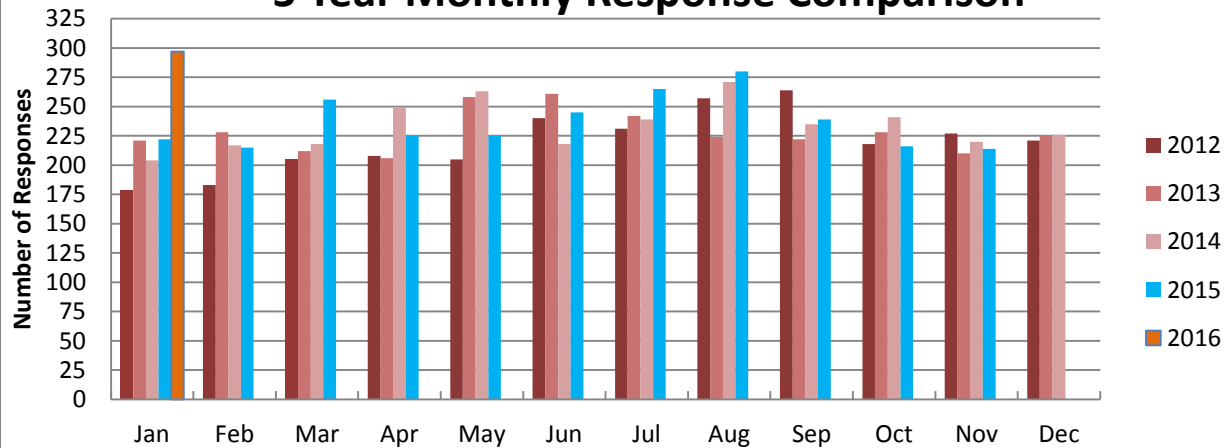
Note: Data Does Not Reflect RSF 5 and EFF

January Response Call Distribution Map



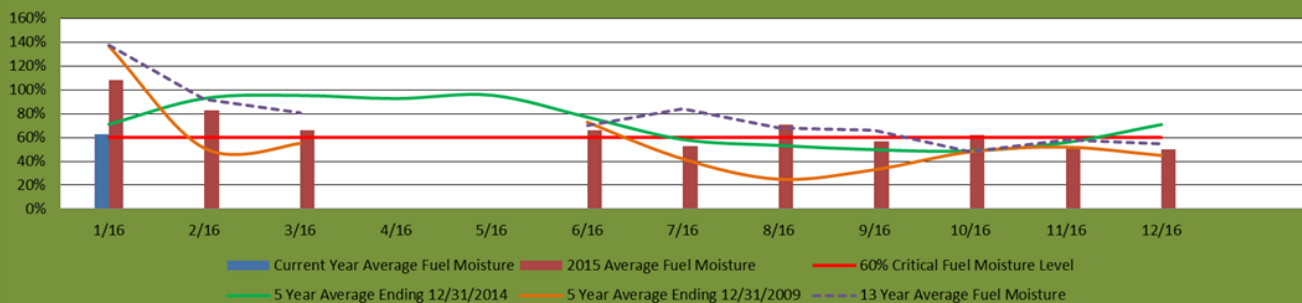
Significant Incidents/Overhead Assignments				
DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC
01/31/2016	Suerte Del Este	Swift Water Rescue	2202, 2313, 2375, 2303, 2384, 2387, 2604, 2611, 2613, 2614, 2615, 2694, 2801, 2802, 2881, AMR104, ENC LG, CF SWR.	Vehicle swept off roadway - approximately 150 yards downstream
01/31/2016	Area Wide	Winter Storm	Area wide resource deployment	68 unit responses over 24 hr. period

5 Year Monthly Response Comparison

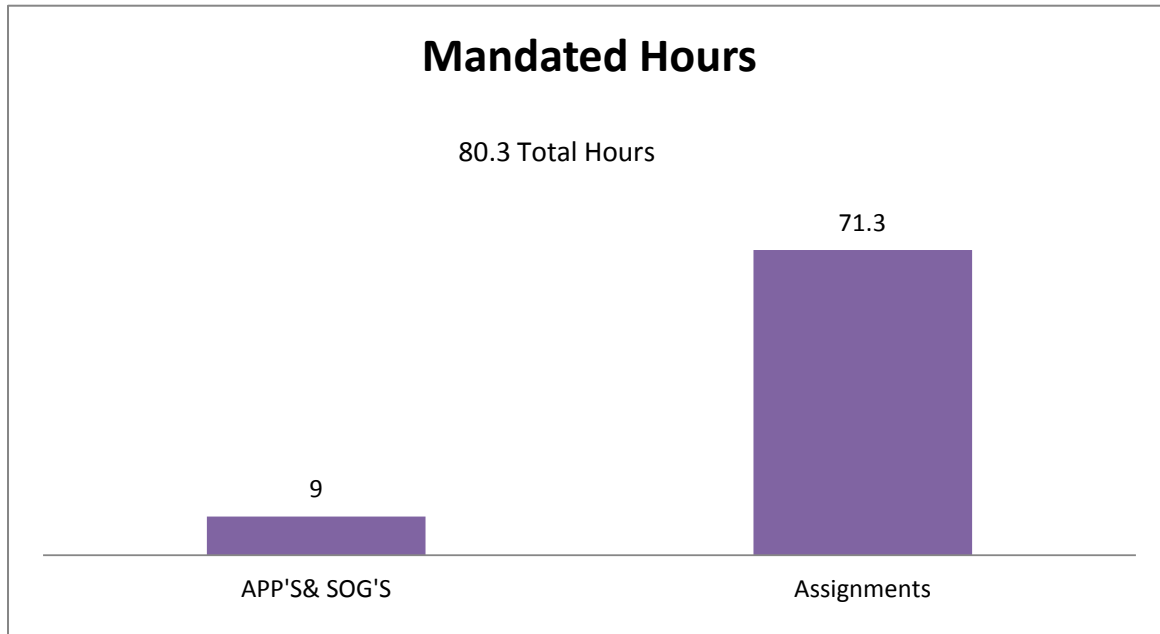
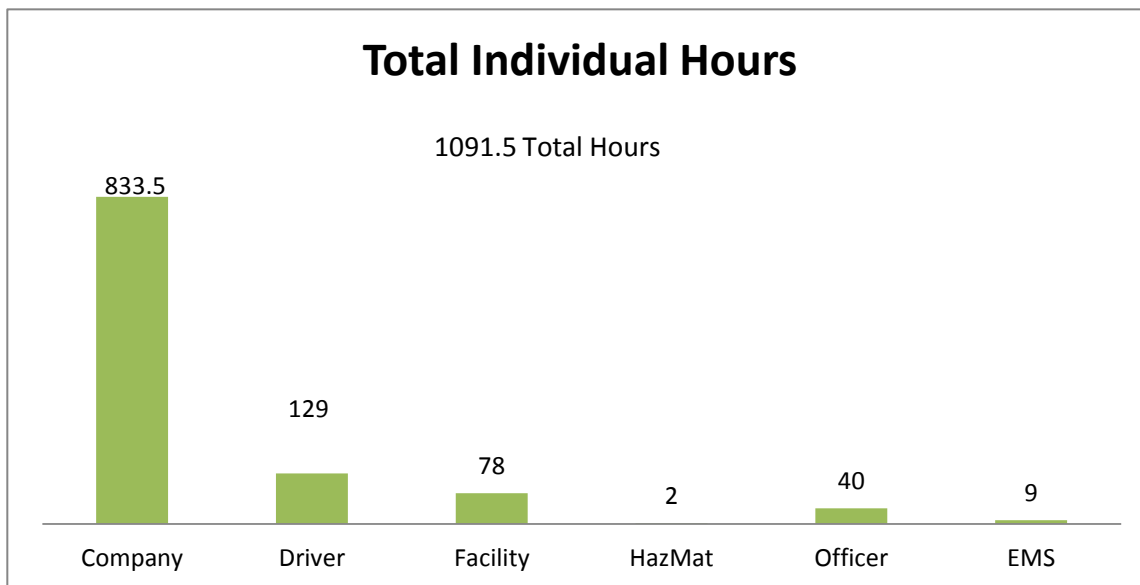
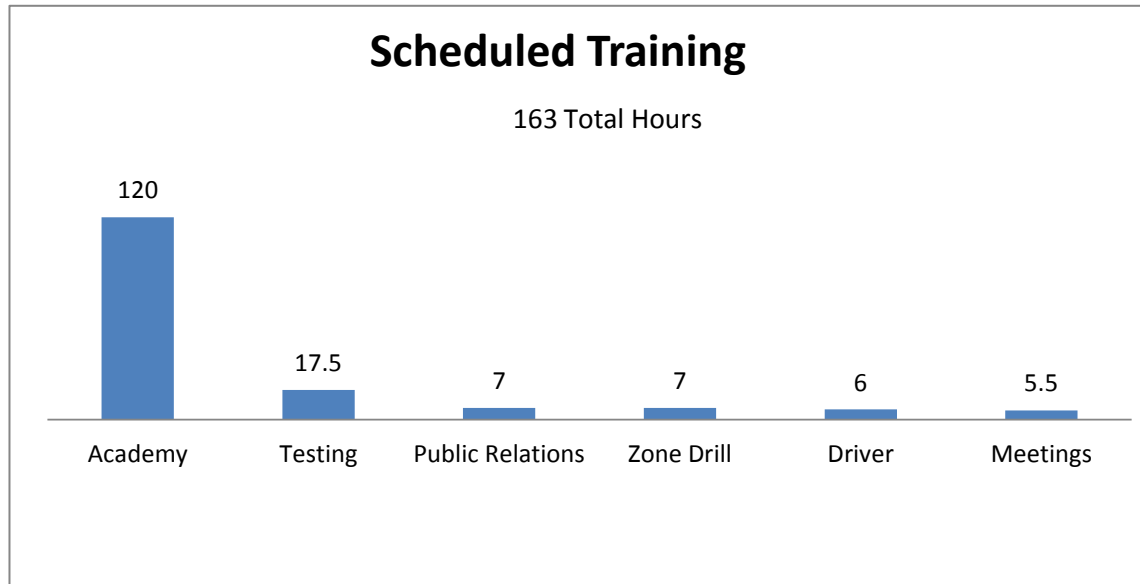


2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	297												297
YTD	297												33%
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	222	215	256	225	225	245	265	280	239	216	214	237	2,839
YTD	222	437	693	918	1,143	1,388	1,653	1,933	2,172	2,388	2,602	2,839	1.3%
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220	226	2,801
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2,575	2,801	2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11%

2016 District Live Fuel Moistures



Training Division
January 2016



See next page for descriptions.

Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

Subject	Definition	Examples
Company	Documentation of all Company Training that is not Driver, Officer, Has-Mat, or Facility Training.	Aerial Ladder, Hose, Ladders, Physical Fitness, SCBA, Technical Rescue, Ventilation, etc.
Driver	This is for documenting Driver Training hours. Per ISO standards employees considered a "Driver" will be required to complete 12 hours of Driver Training annually. You can use this same form to record Driver Training hours for Non-Drivers and it will be counted towards Company Training.	Apparatus Inspections & Maintenance, Basic Hydraulics, Defensive Driving, Maps, Driving Heavy Vehicles, Etc.
Facility	This is live training conducted at an approved site. For the location to be approved it must have at least two acres on the property, a three story tower, and a burn facility. It is also important to note that the training must not just occur on the approved site, but the facility itself must be used. If your users are just sitting in a classroom at an approved site, this cannot count towards facility hours and the completion would need to be applied elsewhere. However, if the classroom portion was followed by utilization of the facility, the entire time could count towards Facility Training.	Company Evolutions, NFPA 1410 Driver/Operator, NFPA 1002 Fire Officer, NFPA 1021 Firefighter Skills, NFPA 1001 Hazardous Materials, NFPA 472 Live Fire, NFPA 1403 Other NFPA Fire Based Training
HazMat	This is for documenting Hazardous Materials Training hours. Per ISO standards all firefighters are required to complete 6 hours of Hazardous Materials Training annually.	DOT Guidebook Review, Decontamination Procedures, First Responder Operations, Etc.
Officer	Per ISO standards employees considered a "Officer" will be required to complete 12 hours of Officer Training annually. You can use this same form to record Officer Training hours for Non-Officers and it will be counted towards Company Training.	Dispatch, General Education, Meetings, Orientation, Exam, Management Principles, Personnel, Promotional, Public Relations, Etc.
EMS	EMS is not tracked or required by Insurance service Organization for Rating. EMS Continuing Education is tracked for recertification of Paramedics (48/2yrs) and EMT (24/2yrs). Through Emergency Service Medical Administration (EMSA).	Continuing Education and SIMS

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	3	13,653
Fire Inspector	1	3,522
Fire Inspector/Forester	3	11,312
TOTAL	7	28,487
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	3,327	484
TOTAL	3,327	484
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	28,971
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	3	6
Fire Inspector/Forester	1	0
TOTAL	4	6
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	1	2,000
Fire Inspector	0	0
Fire Inspector/Forester	3	0
TOTAL	4	2,000
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	16	7.75
TOTAL	16	7.75

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	3	3.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	3	3.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	5	5.00
Finals (Structures)	13	24.00
Landscape	1	0.50
Reinspections	0	0.00
Tents/Canopy	1	0.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	1.50
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	22	31.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	0	0.00
Weed Abatement Reinspection	0	0.00
1st Notice	0	0.00
2nd Notice	0	0.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	0	0.00
WUI	0	0.00
TOTAL	0	0.00
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	1	0.50
TOTAL	1	0.50

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

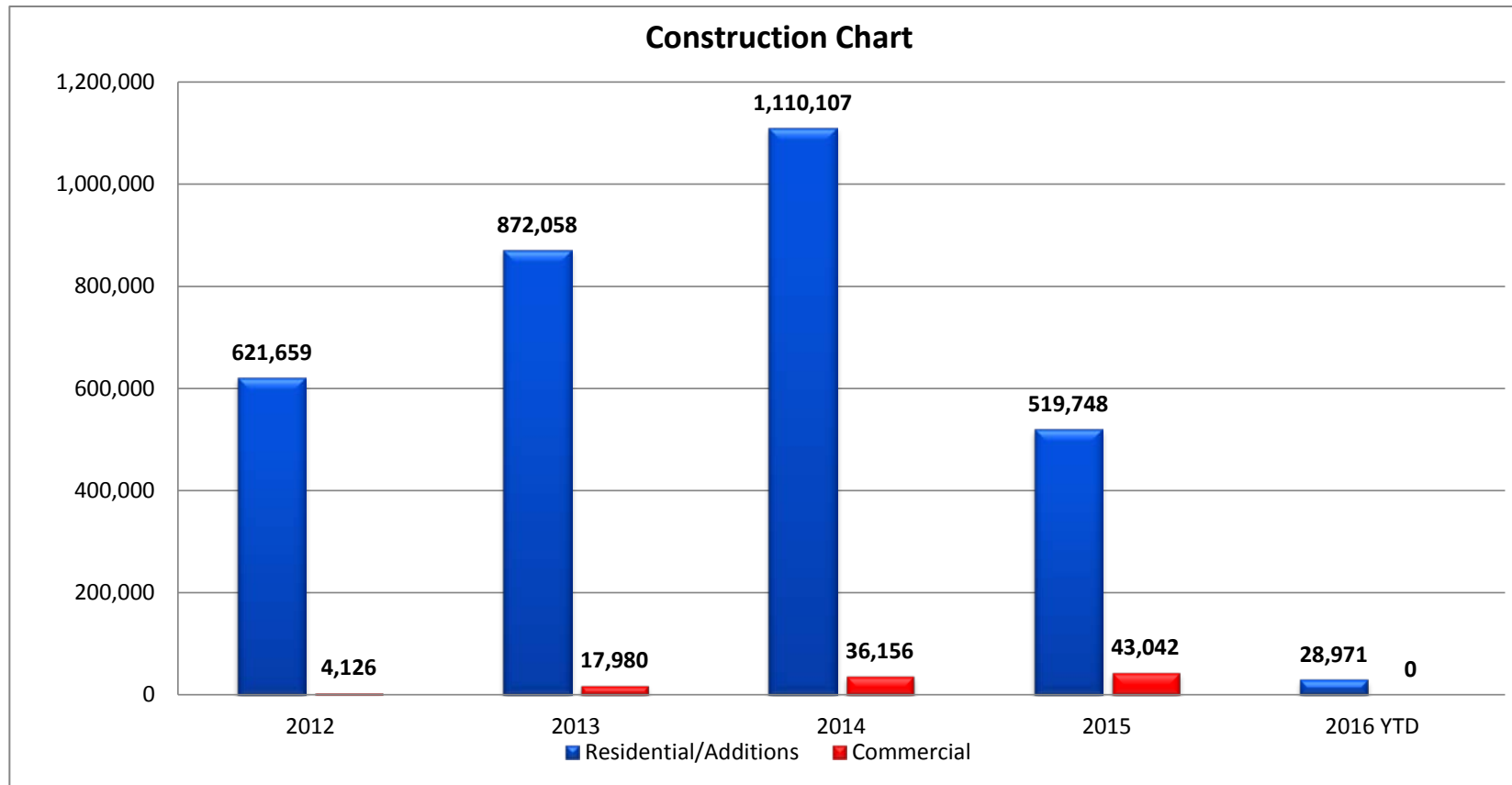
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	3	15.00
Conferences	0	0.00
Meetings	20	23.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	23	38.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	175	43.75
Correspondence	146	36.50
Consultations	50	50.00
Plan Review	59	59.00
Scanning	0	0.00
General Office	88	88.00
TOTAL	518	277.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	590	29.50
Correspondence	187	46.75
Walk in/Counter (All Administrative Staff)	186	15.50
Knox Application Request	4	1.00
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	59	14.75
Special Projects	5	5.00
Scanning Documents/Electronic Files	185	46.25
Meetings: Admin/Prevention/Admin Shift	6	3.00
Post Office Runs	3	1.50
Deposit runs and preparations	26	13.00
TOTAL	1,253	176.42

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

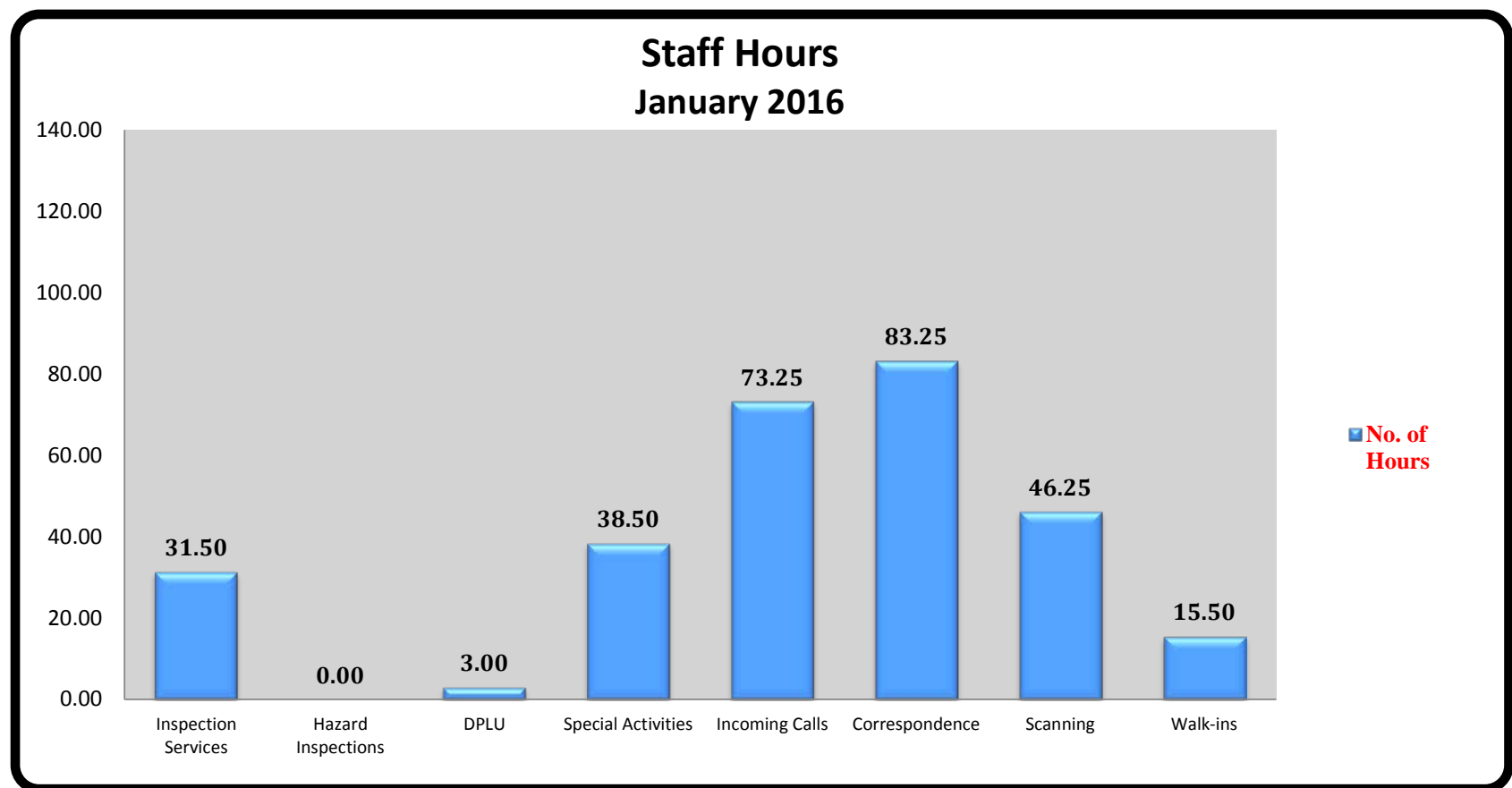
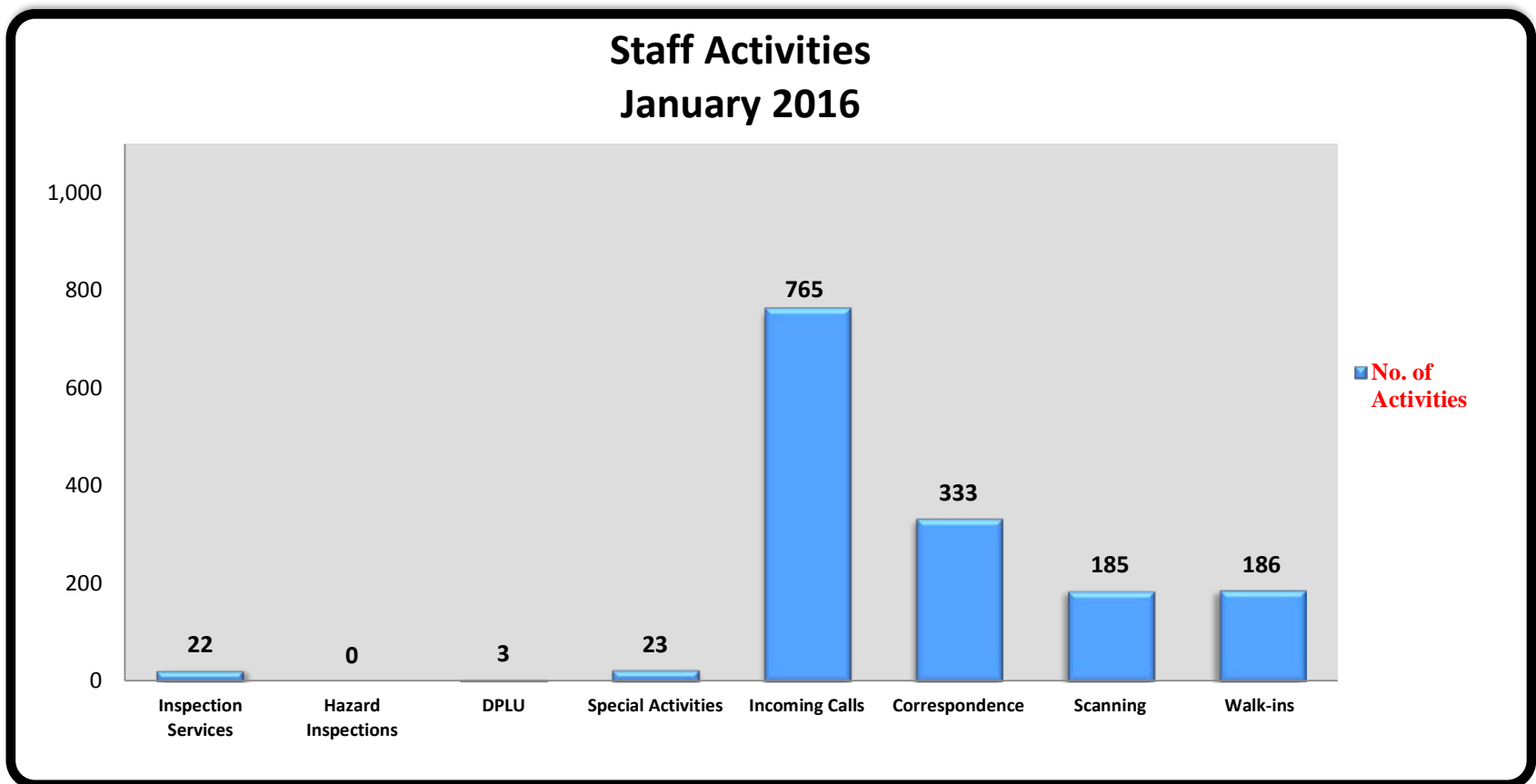


Year	Res/Add	Comm	Total
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2015 YTD	74,357	1,290	75,647
2016 YTD	28,971	0	28,971

Comparison 2015/2016 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	75,647	30,699	21,404	21,404	51,601	46,651	89,960	20,996	20,996	70,781	47,216	35,865
2016	28,971											

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016



Comparison 2015/2016 Total Monthly Hours/Activities

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145	1811	1727
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	356.05

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517											
Hours	291.25											

NOTE: This summary report is not intended to capture all staff hours worked but only to illustrate activity.

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>		2.0
		2.0
		0.0
Compile & write new information: <i>New Website Development</i>		8.0
		8.0
Social Media <i>Facebook "Fans" - 741</i> <i>Twitter "Followers" - 2077</i>		5.0
		3.0
		2.0
TOTAL		15.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Evacuation Brochures</i> <i>El Niño posters/flyers</i> <i>Set up pages for new year</i>		8.0
		1.0
		1.0
		6.0
TOTAL		8.0

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		4.0
<i>Swift Water Rescue</i>		4.0
Press Releases:		4.0
<i>Mariposa Fire</i>		2.0
<i>Love Your Heart Day</i>		1.0
<i>Swift Water Rescue</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		8.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		3.0
<i>Coloring Contest Letters</i>		2.0
<i>Station Tours</i>		1.0
Adult Programs:		6.5
<i>Fire Prevention Presentation Las Damas</i>		2.5
<i>Love Your Hear Day Prep</i>		4.0
TOTAL		9.5

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
January 2016

EVENTS		Staff Hours
External/Community Events: <i>Library Chili Cook-off</i>		1.0
		1.0
Internal Events:		0.0
		0.0
TOTAL		1.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		0.0
Conferences:		0.0
Meetings: <i>Staff meetings</i> <i>CSA 17 Pub Ed</i>		4.0
		3.0
		1.0
TOTAL		4.0
CLERICAL		Staff Hours
Prevention-related: <i>Mailbox, email inbox, phone calls, news clips, etc.</i> <i>Phone Calls</i>		42.0
		39.0
		3.0
Non-prevention/non-minute related:		15.0
TOTAL		57.0
TOTAL HOURS		102.5

Travel Expense Report - Board of Directors Report

Name Tony Michel
Position Fire Chief
Period 10/25-10/28/2015
Per Mile
Reimbursement 0.575

Total Paid \$1,373.93

Board Meeting 2/10/2016

Submitted by Tony Michel

Reviewed by Board of Directors

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
9/2/2015	CalPERS Conference - Registration					\$399.00		\$0.00		1	USD	\$399.00
9/2/2015	Southwest Airlines - SAN - SJC (RT)	\$200.00								1		\$200.00
10/29/2015	Lodging - Marriott (10/25-10/27/2015		\$656.88					\$0.00		1	USD	\$656.88
10/25/2016	Original Joe's - Reciept shared 4 persons inc. tip				\$35.85			\$0.00		1	USD	\$35.85
10/25/2016	Checker Cab - Receipt shared 3 persons inc. tip			\$8.38				\$0.00		1	USD	\$8.38
10/26/2016	Fairmont San Jose - receipt shared 4 persons inc. tip				\$30.56			\$0.00		1	USD	\$30.56
10/27/2016	McCormick & Schmick's - receipt shared 4 persons inc. tip				\$16.42			\$0.00		1		\$16.42
10/28/2016	SD Park Shuttle & Fly (Receipt shared 3 persons) inc. tip			\$10.99				\$0.00		1	USD	\$10.99
10/28/2016	Sushi Boat - receipt shared 3 persons inc. tip				\$15.85			\$0.00		1		\$15.85
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
Total Mileage Reimbursement:								\$0.00	Total Paid:			\$1,373.93

Conference - CalPERS (San Jose Marriott)

Travel Expense Report - Board of Directors Report

Name Tucker Stine

Position Director

Period 10/25-10/28/2015

Per Mile

Reimbursement 0.575

Board Meeting 2/10/2016

Submitted by Tucker Stine

Reviewed by Board of Directors

Total Paid \$1,419.33

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
9/2/2015	CalPERS Conference - Registration					\$399.00		\$0.00		1	USD	\$399.00
9/2/2015	Southwest Airlines - SAN - SJC (RT)	\$225.00								1		\$225.00
10/29/2015	Lodging - Marriott (10/25-10/27/2015		\$677.28					\$0.00		1	USD	\$677.28
10/25/2016	Original Joe's - Reciept shared 4 persons inc. tip				\$35.85			\$0.00		1	USD	\$35.85
10/25/2016	Checker Cab - Receipt shared 3 persons inc. tip			\$8.38				\$0.00		1	USD	\$8.38
10/26/2016	Fairmont San Jose - receipt shared 4 persons inc. tip				\$30.56			\$0.00		1	USD	\$30.56
10/27/2016	McCormick & Schmick's - receipt shared 4 persons inc. tip				\$16.42			\$0.00		1		\$16.42
10/28/2016	SD Park Shuttle & Fly (Receipt shared 3 persons) inc. tip			\$10.99				\$0.00		1	USD	\$10.99
10/28/2016	Sushi Boat - receipt shared 3 persons inc. tip				\$15.85			\$0.00		1		\$15.85
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
Total Mileage Reimbursement:								\$0.00	Total Paid:			\$1,419.33

Conference - CalPERS (San Jose Marriott)

Travel Expense Report - Board of Directors Report

Name John Tanner

Position Director

Period 10/25-10/28/2015

Per Mile

Reimbursement 0.575

Total Paid \$1,180.88

Board Meeting 2/10/2016

Submitted by John Tanner

Reviewed by Board of Directors

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
9/2/2015	CalPERS Conference - Registration					\$399.00		\$0.00		1	USD	\$399.00
9/2/2015	Southwest Airlines - SAN - SJC (RT)	\$225.00										
10/29/2015	Lodging - Marriott (10/25-10/27/2015		\$663.83					\$0.00		1	USD	\$663.83
10/25/2016	Original Joe's - Reciept shared 4 persons inc. tip				\$35.85			\$0.00		1	USD	\$35.85
10/25/2016	Checker Cab - Receipt shared 3 persons inc. tip			\$8.38				\$0.00		1	USD	\$8.38
10/26/2016	Fairmont San Jose - receipt shared 4 persons inc. tip				\$30.56			\$0.00		1	USD	\$30.56
10/27/2016	McCormick & Schmick's - receipt shared 4 persons inc. tip				\$16.42			\$0.00		1		\$16.42
10/28/2016	SD Park Shuttle & Fly (Receipt shared 3 persons) inc. tip			\$10.99				\$0.00		1	USD	\$10.99
10/28/2016	Sushi Boat - receipt shared 3 persons inc. tip				\$15.85			\$0.00		1		\$15.85
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
Total Mileage Reimbursement:								\$0.00	Total Paid:			\$1,180.88

Conference - CalPERS (San Jose Marriott)

STAFF REPORT

NO. 16-03

TO: BOARD OF DIRECTORS
FROM: TONY J. MICHEL, FIRE CHIEF
SUBJECT: NORTH ZONE AUTOMATIC AID AGREEMENT
DATE: FEBRUARY 5, 2016



RECOMMENDATION

Staff recommends that the Board of Directors approve and authorize the Fire Chief to execute the North Regional Zone Master Automatic Aid Agreement for Fire-Rescue Responses & Support Activities as presented.

STAFF ANALYSIS

In 2002, the District entered into a North Zone Automatic Aid Agreement (“North Zone”) with the other North Zone fire agencies. The 2002 agreement is not comprehensive in the sharing of all fire department’s resources and functions. The 2002 North Zone Automatic Aid Agreement was amended in 2004 to include the Functional Consolidation of many of the North Zone Agencies, including the District.

With the success of the current North Zone Automatic Aid Agreement, as well as the functional consolidations of North Zone agencies, the revised North Zone agreement now includes other support functions such as fire investigation, ALS ambulances and incident management as a part of the agreement. The parameters of this agreement are mostly the same as the original agreement, except in this agreement, most of the other fire agency resources can be shared if the District chooses too. A list of the North Zone Agencies is provided in “Exhibit A” of the agreement.

Legal counsel has reviewed, commented and supports the North Zone Master Automatic Aid Agreement as distributed.

**NORTH REGIONAL ZONE MASTER AUTOMATIC AID
AGREEMENT FOR FIRE-RESCUE RESPONSES & SUPPORT ACTIVITIES**

WHEREAS, certain cities, districts and others located in San Diego County maintain as part of their service, an organized and equipped Fire Department charged with the duty of fire protection, emergency medical, and rescue services within the limits of said jurisdictions, collectively referred to as the “agencies” and individually as “party” or “agency”; and

WHEREAS, it would be to the benefit of the agencies that the fire suppression, emergency medical, rescue services, incident management, fire investigation, support, and training services of each of their Fire Departments be, in some circumstances, extended outside of the jurisdictional limits of each party to this agreement; and into the jurisdictional limits of the other agencies; and

WHEREAS, under certain circumstances the agencies wish to have Fire Departments of the other agencies respond to fire suppression, emergency medical, and rescue incidents within the limits of their jurisdiction.

NOW, THEREFORE BE IT RESOLVED:

1. The agencies to this Automatic Aid Agreement (Agreement), as identified in Exhibit “A,” which is incorporated by reference, have agreed to respond to emergency alarms and related support activities (which include, but may not be limited to, fire suppression, medical, rescue, incident management, fire investigation, support, and training) outside of their respective service areas as delineated, now or in the future, by LAFCO, and within the delineated service areas of the other agencies, in accordance with the terms and conditions of this Agreement.
2. Any party to this Agreement may, upon determining mutual benefit, agree to provide resources without regard to political and/or jurisdictional boundaries, and adhere to the closest resource concept for determining response patterns as a part of this Agreement.
3. The details as to the method of operations, procedures, and other planning as may be necessary to effectuate this Agreement and type of units and responses shall be as set forth in the Operational Plan (Zone Emergency Operation Manual-EOM) in effect between the Fire Chiefs of the respective Fire Departments of the agencies.

4. Cooperative planning and interdepartmental training is necessary to support emergency incident activity. All resources covered by this Agreement should train together where appropriate to ensure safe and effective incident operations. Each party shall bear the costs and expenses incurred for training its own personnel.
5. Non-emergency support, training and education activities will be coordinated and agreed upon between the Fire Chiefs or designees of the respective Fire Departments of the agencies.
6. Emergency medical patients requiring service or transport for medical care shall be billed for services provided by the party providing the services, at the established rate of such party.
7. There shall be an operational committee, which shall consist of the Chiefs or their designee of the respective Fire Departments of the agencies, for the purpose of implementing the provisions of this Agreement relating to operational procedures. Each party shall furnish to the others in writing the name and rank of all participating officers.
8. The duties of Incident Commander shall be assumed by the first fire officer from a participating agency who arrives at the scene of the incident, regardless of the jurisdiction in which the incident occurs. There shall be an orderly transfer of command when an Officer from the jurisdiction in which the incident occurs arrives at the scene, if said Officer chooses to assume Incident Command.
9. All agencies agree to indemnify the other agencies for any liability imposed upon the other agencies pursuant to Government Code Section 895.2, based upon a negligent or wrongful act or omission of the indemnifying party's officers, agents, or employees occurring in the performance of this Agreement. This indemnification agreement is entered into pursuant to Government Code Section 895.4 and is intended to eliminate the pro rata right of contribution described in Government Code Section 895.6 and the joint and several liability described in Government Code Section 895.2 agencies so that each party bears the liability and cost of its own negligence.
10. Each party to this Agreement shall maintain proper Worker's Compensation Insurance or be self-insured for Worker's Compensation liability covering its own employees without cost to the other agencies, and each party shall be responsible for all salary and benefits for its own personnel without cost to the other agencies.

- 11.** Each of the agencies shall be fully responsible for all repairs, maintenance and upkeep, including gas, oil, lubrications, parts replacement and repair of casualty damage, of all its own equipment used, in furtherance of this Agreement, while said equipment is used outside of its service area. However, during prolonged suppression activities, the requesting party shall replenish chemical agents and fuel as needed; provide minor maintenance of fire suppression equipment; and provide for the well-being of personnel involved in the suppression activity.
- 12.** The assurance of automatic aid set forth in this Agreement shall constitute the sole consideration for the performance. It is, therefore, understood and agreed that no money payments shall be made between the agencies, that no charges shall be assessed by any party against any other party, and that each party shall be fully responsible for all of its costs in connection with the performance of this Agreement except as provided for in Section 11.
- 13.** Nothing in this Agreement shall limit any party from participating in separate agreements with other fire jurisdictions and shall have no effect upon the existing San Diego County Mutual Aid Agreement. Additionally, nothing in the indemnification provisions of Section 9, above, or in this Agreement is intended to, nor shall it operate or be interpreted to, eliminate, modify or abrogate the terms of agreements as between a party owning a training facility and any other party with respect to the use or rental of such training facility by such other party.
- 14.** This Agreement shall become effective upon the execution by all of the agencies hereto and shall continue until terminated by mutual agreement of each of the individual agencies or until any party gives sixty (60) days written notice of intention to terminate to each of the other agencies. No cause shall be required for any termination. Termination of this Agreement by any party shall not terminate the Agreement with respect to the remaining agencies to the Agreement, each of which may determine their continued participation independently.

IN WITNESS WHEREOF, this Agreement has been executed by the agencies by their duly authorized officers.

Approved: _____
Date

JURISDICTION: _____

By: _____

Title: _____

By: _____

Title: _____

EXHIBIT “A”

NORTH REGIONAL ZONE MASTER AUTOMATIC AID

Parties to the agreement

Ratification Date

Camp Pendleton Fire and Emergency Services

Carlsbad Fire Department

Deer Springs Fire Protection District

Del Mar Fire Department

Encinitas Fire Department

CSA 107 (Elfin Forest)

Escondido Fire Department and Rincon Del Diablo Fire Protection District

North County Fire Protection District

Oceanside Fire Department

Pala Reservation Fire Department

Pauma Reservation Fire Department

Rancho Santa Fe Fire Protection District

Rincon Reservation Fire Department

San Diego County Fire-CAL FIRE

San Marcos Fire Department/Fire Protection District

San Pasqual Reservation Fire Department

Solana Beach Fire Department

Valley Center Fire Protection District

Vista Fire Department/Fire Protection District

STAFF REPORT

NO. 16-04

TO: BOARD OF DIRECTORS
TONY J. MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: ESTABLISHMENT OF AN INVESTMENT POLICY

DATE: FEBRUARY 5, 2016



RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution No. 2016-01 entitled *A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Its Investment Policy for District Funds* and approve Board Policy Number 3035 entitled *Investment of District Funds*.

STAFF ANALYSIS

The Board of Directors through the exercises of its powers pursuant to California Health & Safety Code section 13861(b), 13898 and Government Code section 53600-53686 has established a fund of miscellaneous revenue and excess funds, which is intended to ensure ongoing operations, preserve working capital and provide for contingencies. The District has invested district funds outlined specifically and in accordance with the California Government Code.

As a part of this year's annual audit, the auditors brought to my attention the necessity of a formalized investment policy. Although they acknowledged thru conversation that the District complied with its investments and the options, Government Code Sections 53600 et seq., specifically calls out the need for a separate policy adopted by the Board of Directors with a periodic review that is identified. Staff has prepared Board Policy 3035 and the companion board resolution 2016-01 for your review and/or action. This policy and resolution was submitted for review and comment to the District's legal counsel.

In addition, as a part of the ongoing efforts for compliance, staff will prepare no less than annually a summary a listing of all investments that includes account balance, interest rate and earnings.

Attachment(s)

1. Resolution No. 2016-01
2. Board Policy 3035 – Investment of District Funds
3. Investment Portfolio List
4. Comparative Interest History

RESOLUTION NO. 2016-01

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Its Investment Policy for District Funds

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern; and

WHEREAS, the legislative body of a local agency may invest monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code 53601 et seq.; and

WHEREAS, the Rancho Santa Fe Fire Protection District has made all investments prudently and in accordance with the restriction of Sections 53600 et seq. of the Government Code of California as described; and

WHEREAS, legislation will necessitate a periodic review of the District's Investment Policy for District funds; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District establishes and adopts a District Investment Policy, attached hereto as Exhibit I, which is incorporated by this reference.

BE IT FURETHER RESOLVED, that the Board of Directors delegates its authority to the Treasurer, and or the Fire Chief (or its designee) of the Rancho Santa Fe Fire Protection District to invest District funds in a manner consistent with the District's Investment Policy.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 10, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT

President

ATTEST:

Karlana Rannals
Secretary

Rancho Santa Fe Fire Protection District

POLICY HANDBOOK

SERIES 3000: OPERATIONAL
POLICY TITLE: Investment of District Funds
POLICY NUMBER: 3035

3035.1 INTRODUCTION

The Rancho Santa Fe Fire Protection District Board of Directors (the "Board") through the exercises of its powers pursuant to California Health & Safety Code section 13861(b), 13898 and Government Code section 53600-53686, has established a fund of miscellaneous revenue and excess funds (the Fund), which is intended to ensure ongoing operations, preserve working capital and provide for contingencies of the Rancho Santa Fe Fire Protection District (the "District"). Under the Board's guidance, and in accordance with the California Government Code, the following sets forth the District's investment policy.

3035.2 STANDARDS OF CARE

The Board is the Trustee of the Fund, and therefore the Directors are fiduciaries subject to the prudent investor standard and Government Code Section 53600.3. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Fund, the Board shall act with care, skill prudence and diligence to meet the aims of the investment objectives listed in this Policy.

3035.3 INVESTMENT OBJECTIVES

The Fund shall be prudently invested in order to earn a reasonable return. The specific objectives for the Fund are ranked in order of importance:

- a. Safety of Capital – The preservation of capital is the primary objective. Each transaction shall seek to ensure that capital losses are avoided, whether from securities default or erosion of market value.
- b. Liquidity – As a second objective, the fund should remain sufficiently flexible to ensure the District meets all operating requirements, which may be reasonably anticipated.
- c. Maximum Rate of Return – As the third objective, the fund should be designed to attain a rate of return through budgetary and economic cycles, consistent with the risk limitations, prudent investment principles and cash flow characteristics identified herein.

3035.4 POLICY

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Sections (CGC §) 53600.6 AND 53630.1).

The Board of Directors of the District may invest surplus monies not required for the immediate necessities of the District in accordance with the provisions of CGC §5921 and §53601 et seq.

APPROVED: Board of Directors held February 10, 2016

ATTEST:

Karlana Rannals, Board Clerk

It shall be the policy of the District to invest funds in a manner, which will provide the highest investment return with the maximum security while meeting the daily cash flows demands of the District and conforming to all statutes governing the investment of District funds.

3035.5 PROCEDURES

3035.5.1 Scope

This investment policy applies to all financial assets held by the District. These funds are accounted for in the District's annual district audit report and include:

- a. General Fund
- b. Capital Reserves Fund
- c. Uncompensated Leave Fund
- d. Capital Equipment Fund
- e. Capital Facilities Replacement Fund
- f. Any new fund created by the District, unless specifically exempted by statute or local procedure.

Funds not included in the policy are retirement funds managed by the Public Employees' Retirement System and deferred compensation funds.

3035.5.2 Prudence

The standard of prudence to be used by investment officials shall be the prudent investor standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers action in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of person responsibility for an individual's security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3035.5.3 Investment Objectives

The primary objectives (as specified in CGC §53600.5), in priority order, of investment activities shall be:

a. Safety

Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. This objective, then, is to mitigate both credit risk and the interest rate risk.

b. Credit Risk

Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

1. Limiting investment to the safest types of securities;
2. Pre-qualifying the financial institution, broker/dealers, intermediaries, and advisors with which an entity will do business; and
3. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

c. Interest Rate Risk

APPROVED: Board of Directors held February 10, 2016

ATTEST:

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
2. By investing operating funds primarily in shorter-term securities.

d. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since not all possible cash demands can be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

e. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio, and the laws of the State of California. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Securities shall be sold prior to maturity with the following exceptions:

1. A declining credit security could be sold early to minimize loss of principal;
2. A security swap would improve the quality, yield, or target duration in the portfolio; or
3. Liquidity needs of the portfolio require that the security be sold.

3035.5.4 Delegation of Authority

Authority to manage the investment program is derived from the CGC §53600.1, et seq. Responsibility for the operation of the investment program is hereby delegated to the then duly appointed Fire Chief of District ("Fire Chief") (or his or her designee), who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Fire Chief (or designee). The Fire Chief (or designee) shall be responsible for all transaction undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC §53600.3, the Fire Chief (or designee) is a trustee and a fiduciary subject to the prudent investor standard.

3035.5.5 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decision. Employees and investment officials shall disclose any material interest in financial institution with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transaction with the same individual with whom business is conducted on behalf of their entity.

3035.5.6 Authorized and Suitable Investments

Authorized investments shall match the general categories by the California Code sections 53601, et. seq. and 53635, et. seq., as applicable. In accordance with Government Codes section 53684 and 16429.1, authorized

APPROVED: Board of Directors held February 10, 2016

ATTEST:

investments shall include the San Diego County Treasurer Pooled Investment Funds established by the County Treasurer-Tax Collector for the benefit of local agencies up to the maximum permitted by law, and the Local Agency Investment Fund (LAIF), subject to the respective rules and regulations of each. No investment shall be made in any security with a maturity great than five years, unless the Board has granted express authority to make that investment. As the California Government Code is amended, this policy shall likewise become amended with necessity of specific Board action.

Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the listed investment securities. CGC §53601 is attached and included by reference in this investment policy.

Prohibited Investment. Under the provisions of CGC §53601.6 and §53631.5, the District shall not invest any funds in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

3035.5.7 Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required by CC §53601 (l) (2).

3035.5.8 Diversification

The District will diversify its investments by security type and institution; it is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity section.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such a money market mutual funds.

3035.5.9 Internal Controls

The Fire Chief (or designee) is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (2) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Fire Chief (or designee) shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- a. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- b. Separation of transaction authority from accounting and record keeping. By separating the person who authorized or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.

APPROVED: Board of Directors held February 10, 2016

ATTEST:

- c. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- d. Written confirmation of telephone transactions for investments and wire transfers. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communicates and approved by the Fire Chief (or designee). Written communications may be accomplished via facsimile on letterhead stationery, and the safekeeping institution has a list of authorized signatures.
- e. Development of a wire transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each part making and receiving wire transfers.

3035.5.10 Reporting

In accordance with CGC §53646 (b) (1), the Fire Chief (or designee) shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646(e), if funds are placed in LAIF, FDIC insured accounts and/or County Investment Pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meetings its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Fire Chief (or designee) shall maintain a complete and timely record of all investment transactions.

3035.5.11. Exemption

Any investment currently held by the District that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

3035.5.12 Board Review and Approval

This Investment Policy is intended for use as a guideline to assist the Board of Directors, the Fire Chief (or designee) and any committee or third part to whom day-to-day investment responsibility has been delegated. It should not be considered a legal document or contractual obligation. It is viewed as a flexible document whose purpose is to assist all parties in the management of the Fund.

This Investment Policy shall be reviewed every three years and may be modified by resolution of the District's Board of Directors.

3035.6 References

California Government Code Section 53601

APPROVED: Board of Directors held February 10, 2016

ATTEST:

Karlana Rannals, Board Clerk

Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings
FY15									
9/30/2014	11,002,297.98	0.0899318	9,894.57	2,501,203.02	0.2400	1,524.01	68,641.17	0.020000	1.13
12/31/2014	9,604,474.05	0.1025317	9,847.63	2,502,727.03	0.2500	1,603.63	68,644.64	0.020000	1.17
3/31/2015	11,801,805.03	0.1130674	13,344.00	2,504,330.66	0.2600	1,606.05	68,648.03	0.020000	1.17
6/30/2015	12,413,484.27	0.0978072	12,141.28	2,505,936.71	0.2800	1,771.41	68,651.46	0.020000	1.13
	Annual Rate	0.4033381	\$ 45,227.48	Annual Rate (Avg)	0.2575	\$ 6,505.10	Annual Rate	0.020000	\$ 4.60
FY16									
9/30/2015	9,116,013.52	0.1207499	11,007.58	2,507,708.12	0.3200	2,019.12	68,654.93	0.020000	1.13
12/31/2015	7,972,012.46	0.1723940	13,743.27	2,509,727.24	0.3700	2,322.84	68,654.40	0.020000	1.17
3/31/2016									
6/30/2016									
	Annual Rate	0.2931439	\$ 24,750.85	Annual Rate (Avg)	0.345	\$ 4,341.96	Annual Rate	0.020000	\$ 2.30

Interest Rate History
30 Year

Quarterly Apportionment Converted to Annual Rate

	SEP 30	DEC 30	MAR 30	JUN 30		ANNUAL RATE
FY 86/87	8.0668280	7.8728520	7.489604	7.758924	=	7.7970520
FY 87/88	7.9615920	9.2961320	8.760164	8.733188	=	8.6877690
FY 88/89	8.7774160	9.4779600	9.239884	9.919280	=	9.3536350
FY 89/90	9.6825240	9.8173840	9.155240	9.512252	=	9.5418500
FY 90/91	9.2390400	9.6587720	8.872916	8.459604	=	9.0575830
FY 91/92	8.5376240	8.4586040	8.594976	8.573024	=	8.5410570
FY 92/93	8.9099320	7.9209920	6.694388	6.004284	=	7.3823990
FY 93/94	5.5405200	6.1990880	6.364220	5.703472	=	5.9518250
FY 94/95	5.9889880	3.0502560	4.771228	4.752776	=	4.6408120
FY 95/96	4.2072360	3.8401400	3.982060	3.754964	=	3.9461000
FY 96/97	3.6428760	3.7041480	3.728324	3.798640	=	3.7184970
FY 97/98	3.6191720	3.7285080	3.808192	3.728508	=	3.7210950
FY 98/99	3.6137720	4.2478840	4.375860	4.575356	=	4.2032180
FY 99/00	4.7213320	5.8412920	5.971580	6.242800	=	5.6942510
FY 00/01	6.6156360	6.6827440	6.480868	5.626908	=	6.3515390
FY 01/02	5.0606280	3.8799160	3.347816	2.865516	=	3.7884690
FY 02/03	2.8359640	2.5186400	2.113032	1.901720	=	2.3423390
FY 03/04	1.6900588	1.6396668	1.524226	1.512314	=	1.5915665
FY 04/05	1.8314844	2.0604496	2.410188	2.641721	=	2.2359608
FY 05/06	2.7628256	3.2471220	3.656521	4.198354	=	3.4662056
FY 06/07	4.7242160	5.1805324	4.759899	5.350883	=	5.0038826
FY 07/08	5.3639864	5.0869800	4.540272	3.468365	=	4.6149010
FY 08/09	3.2247460	2.8006456	1.958011	1.456284	=	2.3599218
FY 09/10	1.3623692	1.0640652	0.945516	0.817876	=	1.0474567
FY 10/11	0.8100596	0.6600752	0.637097	0.542688	=	0.6624800
FY 11/12	0.5751024	0.5570372	0.383342	0.362735	=	0.4695543
FY 12/13	0.4347604	0.3509316	0.345982	0.316596	=	0.3620674
FY 13/14	0.3115760	0.3190620	0.355924	0.393707	=	0.3450674
FY 14/15	0.3597272	0.5012680	0.452270	0.391229	=	0.4261234
	7 YR AVG	1.0111915	0.8932978	0.7254489	7 YR AVG	0.8103816
	3 YR AVG	0.3686879	0.3904205	0.3847253		0.3777527
FY 15/16		0.4829996	0.6895760	0.000000		0.2931439

STAFF REPORT

NO. 16-05

TO: BOARD OF DIRECTORS
TONY J. MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: ESTABLISHMENT OF A SICK LEAVE POLICY

DATE: FEBRUARY 5, 2016



RECOMMENDATION

It is recommended that the Board of Directors approve Board Policy 2040: Sick Leave – Part-time, Temporary and Seasonal Employees

STAFF ANALYSIS

On September 10, 2014, Governor Brown signed into law the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522) to provide paid sick leave to employees who work in California for 30 or more days within a year and who are not covered by a valid collective bargaining agreement or contract. This law, effective July 1, 2015, authorizes an employer to limit an employee's use of paid sick days to 24 hours or 3 days in each year of employment.

AB 1522 sets forth the conditions and purposes for who is covered under this law and how employees can accrue and use this sick leave. AB 1522 does leave some flexibility in how each agency/business implements the law. AB 1522 also allowed the employer to choose between two methods (accrual vs. front loading) to implement the paid sick leave and set a minimum usage increment that does not exceed two (2) hours.

In the absence of a formal policy, and for compliance of state law, District staff chose the Front-Loading Method the give employees 3 days (24 hours) at the beginning the 90th day of employment. Employees covered by AB 1522 paid sick time resets to 3 days (24 hours) each fiscal year.

The District has employed CalPERS retired annuitants on an occasional base as a temporary employee. On July 13, 2015, the Governor signed AB 304, Chapter 67 of the Statutes of 2015, which revised the definition of an employee defined in AB 1522, and now excludes retired annuitants from being eligible for sick leave.

The financial impact of implementing AB1522 in minimal. Based on last year's hours worked by part time employees, the maximum cost would be \$750. This would only occur if part-time employees used all of their paid sick leave.

Attachment(s)

1. Board Policy 2040 – Sick Leave – Part-time, Temporary and Seasonal Employees

Rancho Santa Fe Fire Protection District

POLICY HANDBOOK

SERIES 2000: PERSONNEL
POLICY TITLE: Sick Leave – Part-time, Temporary and Seasonal Employees
POLICY NUMBER: 2040

2040.1 OVERVIEW

This policy effective January 1, 2015 required employers to post information about AB 1522 but the paid sick leave provisions do not go into effect until July 1, 2015. AB 1522 sets forth the conditions and purposes for which paid sick leave is to be paid. AB 1522 allows the employer to choose between two accrual methods and sets a minimum usage increment for paid sick leave that does not exceed two (2) hours.

2040.2 RESPONSIBILITIES

It shall be the responsibility of all employees to understand and apply this policy

2040.3 DEFINITIONS

2040.3.1 Bereavement Leave: Leave granted for the death or imminent death of any employee's immediate family or dependent, including spouse's immediate family or dependent.

2040.3.2 Immediate Family – Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild or any legal dependent residing in same household.

2040.3.3 Sick Leave: Leave available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for the purpose of caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

2040.4 PURPOSE

2040.4.1 An employee who, on or after July 1, 2015, works for 30 or more days within a year, is entitled to paid sick leave. Employees, including part-time, temporary and seasonal employees, will earn one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or after July 1, 2015, whichever is later.

2040.4.2 This policy applies to all Part-Time, Temporary and Seasonal Employees employed by the District. An employee is not eligible to begin using any accrued paid sick leave until after 90 days of employment with the District. An employee is only allowed to use up to a maximum of 3 days or 24 hours, whichever is greater, of paid sick leave in each fiscal year. The employee can only accrue paid sick leave up to a cap of six (6) days or 48 hours, whichever is greater, ongoing. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below the cap. Any unused accrued paid sick leave carries over year to year while continuously employed.

If an employee separates from employment and is re-hired by the District within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a re-hired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days

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of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used. Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for the purpose of caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

2040.5 PROCEDURES

2040.5.1 Effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 requires the Rancho Santa Fe Fire Protection District to provide paid sick leave to employees under the following conditions:

2040.5.2 An employee begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of employment. An employee is not eligible to begin using any accrued paid sick leave until after 90 days of employment with the Agency.

2040.5.3. An employee is only allowed to use up to a maximum of 3 days or 24 hours, whichever is greater, of paid sick leave in a 12-month period.

2040.5.4 An employee may use the first 3 days or 24 hours of accrued paid sick leave in any fiscal year for one of the following reasons:

2040.5.5 Definition of Immediate Family - Immediate family shall include:

- a. Spouse or registered Domestic Partner
- b. Child, stepchild
- c. Brother, stepbrother, sister, stepsister
- d. Parent, stepparent
- e. Grandparent
- f. Grandchild or any legal dependent residing in same household.

2040.5.6 To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- a. A temporary restraining order or restraining order.
- b. Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- c. To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- d. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- e. To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- f. To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

2040.5.7 An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.

2040.5.8 An employee who uses paid sick leave must do so with a minimum increment of two hours of sick leave.

2040.5.9 Paid sick leave will not be considered hours worked for purposes of overtime calculation.

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2040.5.10 An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the Agency.

2040.5.11 If an employee separates from Agency employment and is re-hired by the Agency within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the Agency before any paid sick leave can be used.

2040.6 Employer may, at its discretion, require an employee who has a medically related absence for more than twenty four (24) hours of consecutively scheduled workdays to furnish medical certification of the illness or injury necessitating the absence. If an employee cannot provide certification, the employee's supervisor has the option to deny the sick leave request and convert the time to unexcused absence. Employer may also, at its discretion, require an employee absent for more than twenty four (24) hours of consecutively scheduled workdays to furnish medical certification that he or she is fit for duty prior to returning to service.

2040.7 A part time, temporary or seasonal employee employed by the Fire District, and who is a retired annuitant from California Public Employees Retirement System (CalPERS) is excluded from this policy.

APPROVED: Board of Directors held February 10, 2016

ATTEST:

Karlana Rannals, Board Clerk

RESOLUTION No. 2016-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO COUNTY FIRE MITIGATION FEE PROGRAM

WHEREAS, the Rancho Santa Fe Fire Protection District is anticipating that new development will occur within the district which will cause the need for the expansion of existing fire protection facilities; and

WHEREAS, the Rancho Santa Fe Fire Protection District is currently participating in the San Diego County's Fire Mitigation Program; and

WHEREAS, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

WHEREAS, the County of San Diego has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with § 810.301) of the San Diego County Code; and

WHEREAS, the County of San Diego has amended Chapter 3, Division 10 of Title 8 of the San Diego County Code of Regulatory Ordinances relating to fire mitigation fees; and

WHEREAS, the Rancho Santa Fe Fire Protection District intend hereby to comply with said amendments to continue to participate in the fire mitigation fee program.

IT IS HEREBY FOUND THAT:

- (1) The Rancho Santa Fe Fire Protection District does not have existing facilities which could be used to provide an adequate level of service to new development within the district's boundaries; and
- (2) The Rancho Santa Fe Fire Protection District does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, or any other appropriate sources; and
- (3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to the public health and safety if fire mitigation fees are not levied within the district; and
- (4) The annexation fees and plan check fees charged by the Rancho Santa Fe Fire Protection District do not include a payment toward the costs of capital facility and equipment expansion as a component of the fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

- (1) The Rancho Santa Fe Fire Protection District requests the County to collect 100% of the ceiling amount of the fire mitigation fee on the district's behalf from applicants for building permits. This percentage of the ceiling fee is equal to or less than the capital facility expansion needs caused by new development.
- (2) The fee amounts do not exceed the ceiling for fire mitigation fees established by the San Diego County Board of Supervisors.
- (3) Mitigation fees paid under this program will be used to expand the availability of capital facilities and equipment to serve new development.
- (4) The district shall place all funds received by the County under this program, and all interest subsequently accrued by the district on these funds, in a separate budget accounting category to be known as the "San Diego County Fire Mitigation Fee."
- (5) The district shall expend funds from said "San Diego County Fire Mitigation Fee" budget accounting category only for the purposes of providing capital facilities and equipment to serve new development.
- (6) The district shall submit a Fire Mitigation Fee Annual Report, not later than August 29 of each year, to the Director of the Office of Disaster Preparedness specifying the amount of funds collected and the expenditures by category. In addition, the report shall specify the actions the district plans to take to alleviate the facility and equipment needs caused by new development in a Multi-Year Facilities and Equipment Plan adopted at a noticed public hearing. The district shall make available, upon request by the Director, a copy of its annual audit report.
- (7) The district shall make its records available to the public on request, which justify the basis for the fee amount.
- (8) The district shall hold San Diego County harmless for any errors made by the County in collecting and/or transmitting these fees to the district.
- (9) The district agrees to a review of revenues and expenditures collected and dispensed pursuant to this resolution each fiscal year by a committee established by the County Board of Supervisors.
- (10) The district shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The agency shall refund to the then current record owner or owners of the development project or

projects on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be demonstrated.

(11) By April 16 of each year following the year of original adoption of this District's resolution, the Rancho Santa Fe Fire Protection District shall submit a copy of a new resolution adopted by the Board of Directors making the required findings and setting the percentage of the fire mitigation ceiling requested by the District.

(12) All fees collected pursuant to the San Diego County Fire Mitigation Fee Ordinance shall be used by the District for providing for capital facilities and equipment.

(13) "Facilities and Equipment" means any long-term capital facilities and equipment used by the Rancho Santa Fe Fire Protection District for suppression or emergency medical services, including station construction, station expansion and fire or emergency medical apparatus.

BE IT FURTHER RESOLVED that this resolution supersedes Resolution No. 2015-01 to participate in the Fire Mitigation Fee Program adopted February 11, 2015.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 10, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary